

**HAMLINE UNIVERSITY**  
**Departmental Honors Project Guidelines**

A Departmental Honors Project (DHP)<sup>1</sup> is a capstone project by a graduating senior that exhibits rigorous scholarship, originality of thought, relevance to the discipline, and excellence in the field. All DHPs must be original; they will typically further the discipline of which they are a part. Literature reviews are not acceptable DHPs. DHPs should be advanced enough that they would be acceptable for submission as Master's-level coursework in a graduate program. The following conditions apply (please note that departments may impose additional requirements or standards):

1. A student must have a GPA of 3.25 or better in the major(s).
  - All DHPs must be approved by a majority of the full-time department members, or in the case of multi-department DHPs, by a majority of the full-time department members in the project advisor's department.
  - Exceptions to the 3.25 GPA requirement may be made by the Department Chair.
  
2. Students applying for DHP must submit a Departmental Honors Project Proposal Form (available at <http://www.hamline.edu/cla/departmental-honors.html>).
  - DHP Proposal Forms are due to the department on April 1 in the year prior to a spring graduation, and to Student Administrative Services (SAS) on May 1 in the year prior to a spring graduation. If the DHP Proposal is approved, SAS will register the student for DEPT 5010 (or, alternately, in the department's DHP seminar) for the fall prior to a spring graduation.
  - Please note that SAS will only register honors projects for students who have filed Intent-to-Graduate forms.
  - At the end of fall term a grade of "EX" (Extended) is given in DEPT 5010; the final grade is recorded at the end of spring term.
  - Students may, with approval of the project advisor, register for DEPT 5010 in spring due to load considerations.
  - Exceptions to the April 1 / May 1 deadline:
    - Study Abroad. A student whose study abroad experience takes place in the spring of Junior year prior to a spring graduation, and whose study abroad scholarship has developed into a potential DHP, may submit the Departmental Honors Project Proposal to the department on the first day of classes in the fall term of his/her senior year, and to Student Administrative Services (SAS) on the last day to add a course in the fall term of his/her senior year.
    - Summer Research. A student who does collaborative or faculty-supervised during the summer prior to a spring graduation, and whose work has

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<sup>1</sup> Regarding DHPs, the term "department" here refers to both academic departments and to academic programs in which undergraduate majors can achieve a major and can do a DHP.

developed into a potential DHP by the end of summer, may submit the Departmental Honors Project Proposal to the department on the first day of classes in the fall term of his/her senior year, and to Student Administrative Services (SAS) on the last day to add a course in the fall term of his/her senior year.

- December graduates. For a mid-year graduation, the Departmental Honors Project Proposal is due to the department on October 1 in the year prior to a mid-year graduation, and to Student Administrative Services (SAS) on November 1 in the year prior to a mid-year graduation.
3. If at any point the advisor does not feel that adequate progress toward a completed project has been made, the project will be cancelled or converted to the status of Independent Study. The advisor will report this to the Director of Honors and to Registration & Records by an email copied to the student.
    - The student may also decide to request that the DHP be converted to an Independent Study or to withdraw from the DHP altogether. The student must get approval from the advisor, and must notify the Director of Honors and Registration & Records by an email copied to the advisor.
  4. A completed first draft of the DHP must be submitted to the candidate's project advisor by the first day of the spring term. Failure to meet this requirement results in the project being cancelled or converted to the status of Independent Study.
  5. The final project (or representations thereof—see below) must be submitted to the candidate's project advisor and all committee members at least two weeks before the oral defense. Failure to meet this deadline, or failure of the final project to meet the advisor's standards, results in the project being converted to the status of Independent Study or cancelled. In either case, the advisor will inform the Director of Honors and Registration & Records by email copied to the student.
    - For DHPs that are text, original musical composition, or other formats that can be copied and distributed, the student must distribute copies of the project to all members of the examining committee two weeks before the oral defense.
    - For DHPs in formats that cannot be copied and distributed (for example, those in the graphic or plastic arts), the student must distribute photographs or other appropriate representations of the project to all members of the examining committee two weeks before the oral defense.
    - For all DHPs, submissions to all members of the examining committee two weeks before the oral defense must be final drafts free of spelling, grammar, punctuation, and formatting errors.
    - Submitted DHPs must include:
      - A title page prepared in accordance with University guidelines. See the Title Page Template at <http://www.hamline.edu/cla/departmental-honors.html>.
      - A 250-300 word abstract.
      - Format, citation, and bibliography conforming to the standards and requirements of the relevant discipline(s).
      - Correct pagination.

6. All DHPs must present an oral defense of the project before a committee.
  - The DHP candidate is responsible for arranging a defense date and location.
  - All DHP defenses must take place at least four weeks before Commencement. Any post-defense revisions must be submitted to the project advisor three weeks before Commencement.
  - The committee will be made up of the following members:
    - The project advisor;
    - The department member: One other member of the department (or one member of each department in the case of multi-departmental DHPs);
    - The extra-departmental Hamline faculty member: A member of the Hamline faculty who is not a member of the department;
    - The extra-Hamline expert/outside member: An expert in the field who is not a member of the Hamline community, known as the committee's 'outside member'.
      - The DHP candidate should work with her/his advisor to identify potential outside members. The DHP candidate is responsible for contacting the outside member, for providing the outside member with directions, parking information, and campus maps, and for sending a written note of thanks to the outside member following the defense.
  - The DHP candidate is responsible for submitting an Oral Defense Application to the Director of Honors at least two weeks before the oral defense. See the Oral Defense Application at <http://www.hamline.edu/cla/departamental-honors.html>. All sections of the application must be complete upon submission, including all contact information for the committee's 'outside member'.
  - The DHP candidate is responsible for setting the date and time of the defense.
- The DHP candidate is responsible for reserving a university location for the defense. This can be done by completing an online form at <http://www.hamline.edu/spacemanagement>, sending an e-mail to [space@hamline.edu](mailto:space@hamline.edu), calling 651-523-2474, or going in person to the Classroom and Space Management Office.
  - The DHP candidate is responsible for communicating the date, time, and location of the oral defense to all committee members.
    - The DHP candidate is responsible for sending a confirmation letter, by both email and post, to the committee's 'outside member', and for sending a copy of said letter by email to the advisor.
    - The DHP candidate is responsible for sending a thank-you letter to the off-campus committee member following the oral defense.
  - The advisor is responsible for bringing to the defense an Certification of Oral Defense form that all committee members will sign at the conclusion of the defense.
  - After the defense, the project advisor should return the signed Certification of Oral Defense form to the Director of Honors. The project advisor must notify the Director of Honors in writing that all required revisions have been successfully completed. Following this notification (if necessary), the Director of Honors will forward the Certification of Oral Defense form to Registration & Records. This

will ensure that the DHP is listed in the Commencement Program. Please note that DHPs cannot be listed in the Commencement Program or noted on the student's diploma unless this process has been completed in a timely fashion.

7. The student is responsible for providing—and is required to submit—a PDF of the final DHP to Bush Library.